

Department of Public Health
and Human Services

Section:
CASE MANAGEMENT

FOOD STAMP PROGRAM

Subject:
≥Reporting Requirements

Supersedes: FS 1501-1 (03/01/02)

References: 7 CFR 273.10; 7 CFR 273.12; and 7 CFR 273.13

GENERAL RULE -- A household participating in the Food Stamp Program is required to report changes according to its reporting requirements. The OPA Case Manager determines a household to be either a six month reporting or a change reporting household depending on the household's circumstances.

METHODS OF REPORTING CHANGES

Household members and authorized representatives may report changes to the Office of Public Assistance (OPA):

1. by completing and returning the Change Report form (HCS-260);

NOTE: Households are not required to report changes on a Change Report form and cannot be required to come to the OPA to sign one.

2. by calling and talking to an OPA staff member directly or leaving a voice mail message;
3. by writing, e-mail or fax; and,
4. directly in person.

≥DETERMINING A HOUSEHOLD'S REPORTING REQUIREMENTS

The following households are subject to change reporting requirements:

1. Migrant/seasonal farm worker households; and,
2. Households in which all members are elderly and/or disabled and do not have countable earned income.

All other households are subject to six month reporting requirements.

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